INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Navigating VRP E-Submission Folder

Voluntary Remediation Program - Office of Land Quality

(317) 232-8603 • (800) 451-6027   **www.idem.IN.gov**   100 N. Senate Ave., Indianapolis, IN 46204
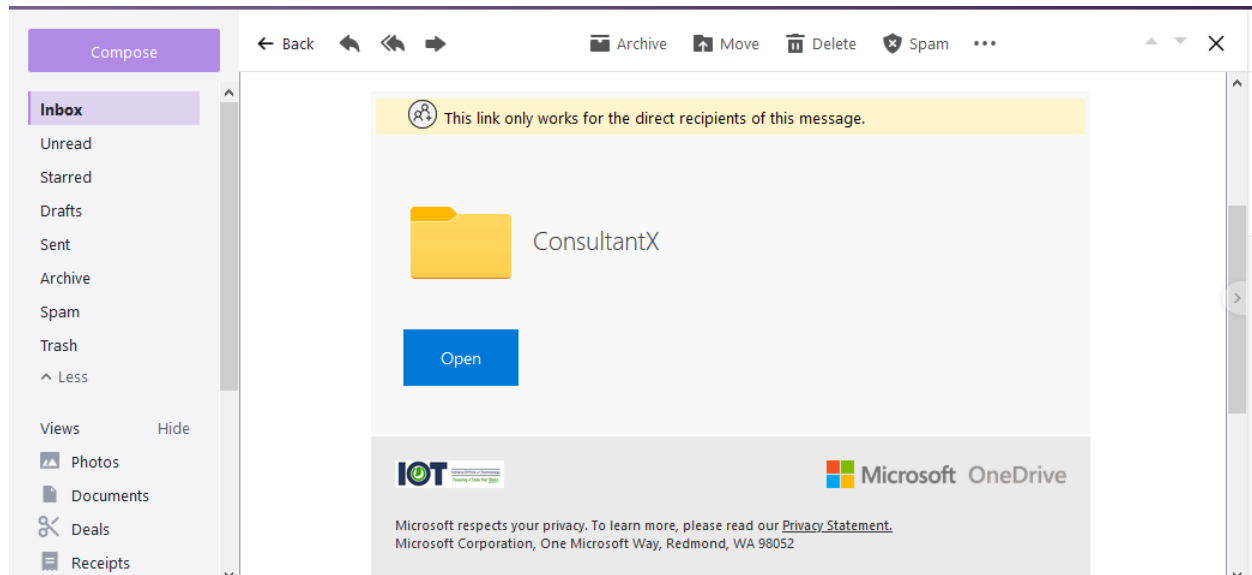
Step 1

Check your inbox for an email from IDEM VRP. Please note that the folder names in the screenshots below will not match the name of the folder you have been granted access to.

Step 2

Click on the folder.

Note: Save this email to access your folder in the future.

Step 3

Enter your email address and click on 'Next'.

Step 4

Click on 'Send Code' to verify your identity.

Step 5

Check your inbox for a verification code.

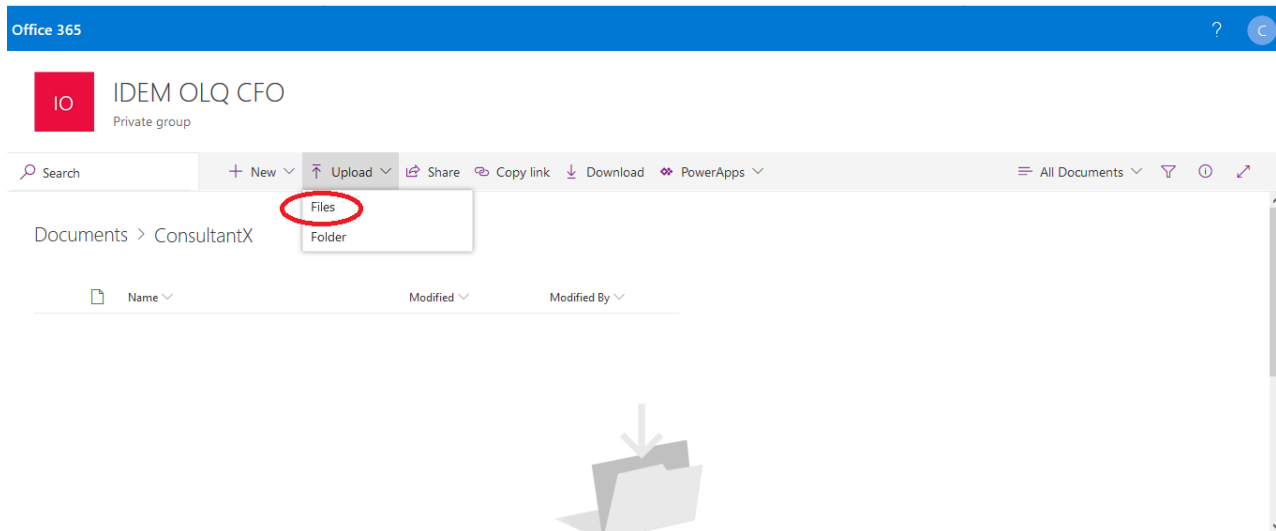A State that Works
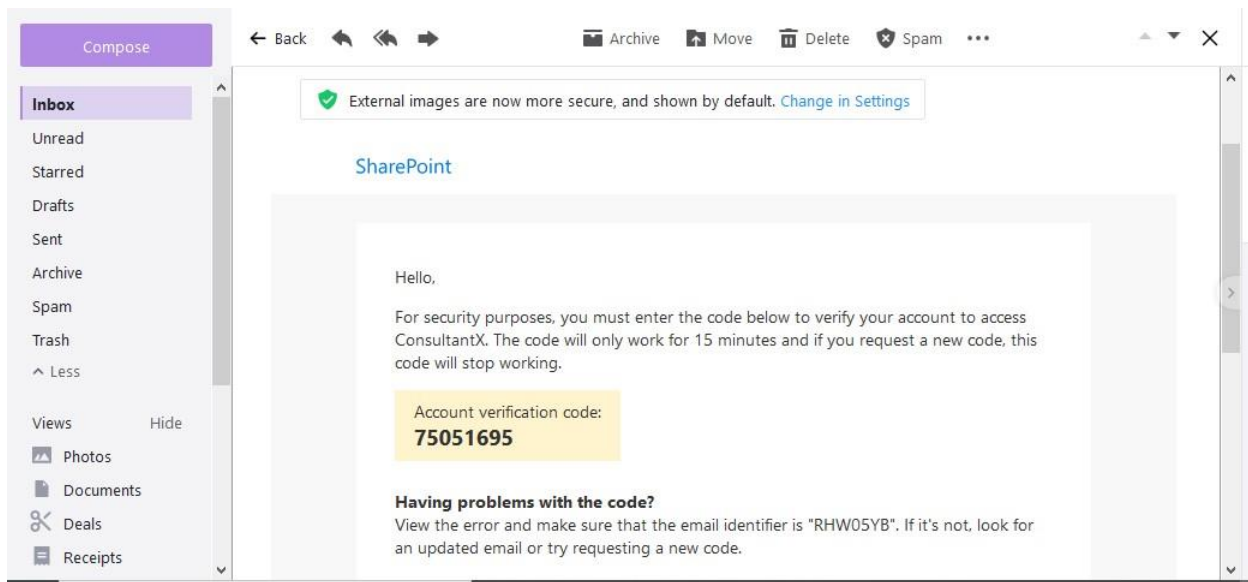
Step 6

Enter your verification code and click on 'Verify'.
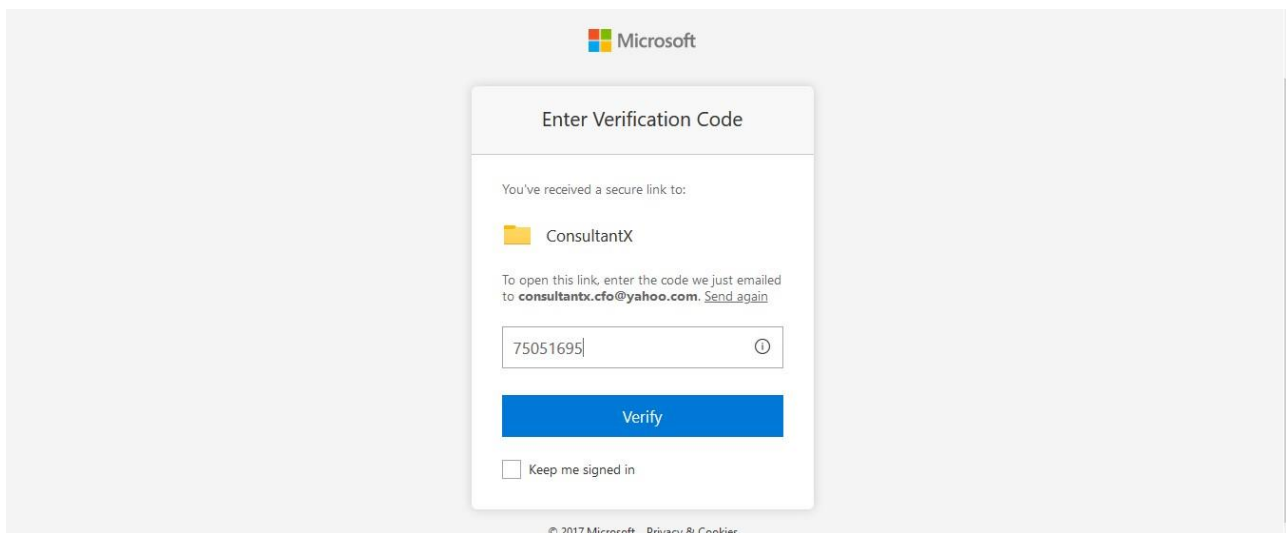
Step 7

You will be taken to your folder.

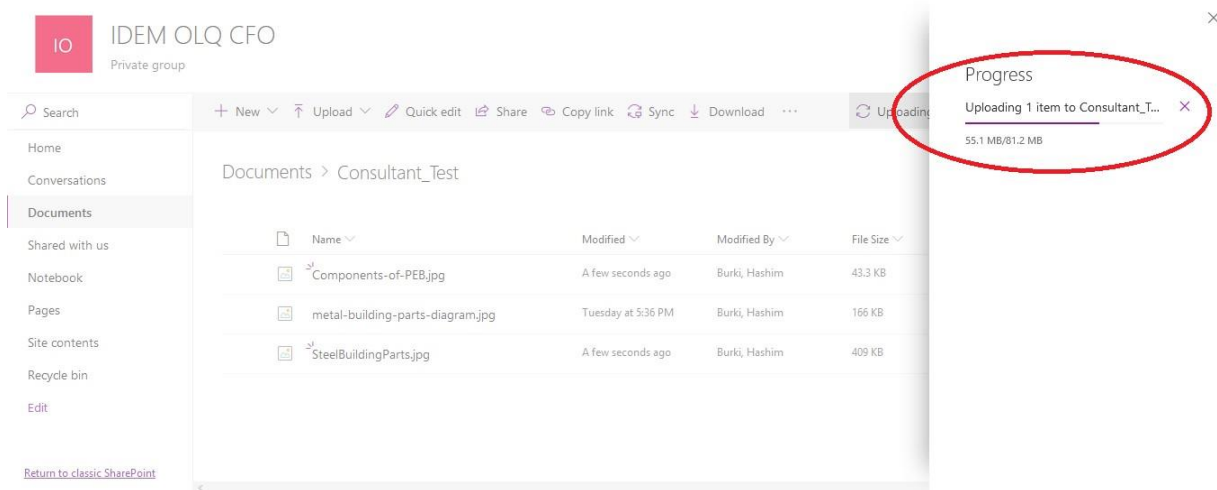Click on 'Upload' and Select 'Files' to upload your document(s).

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Step 8

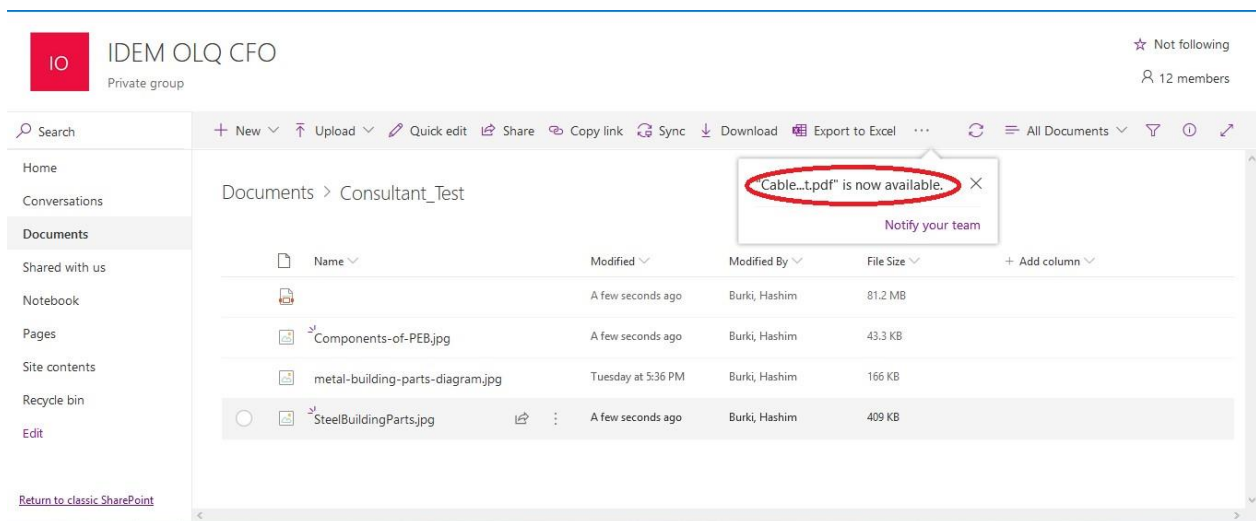A notification will appear when the upload begins.
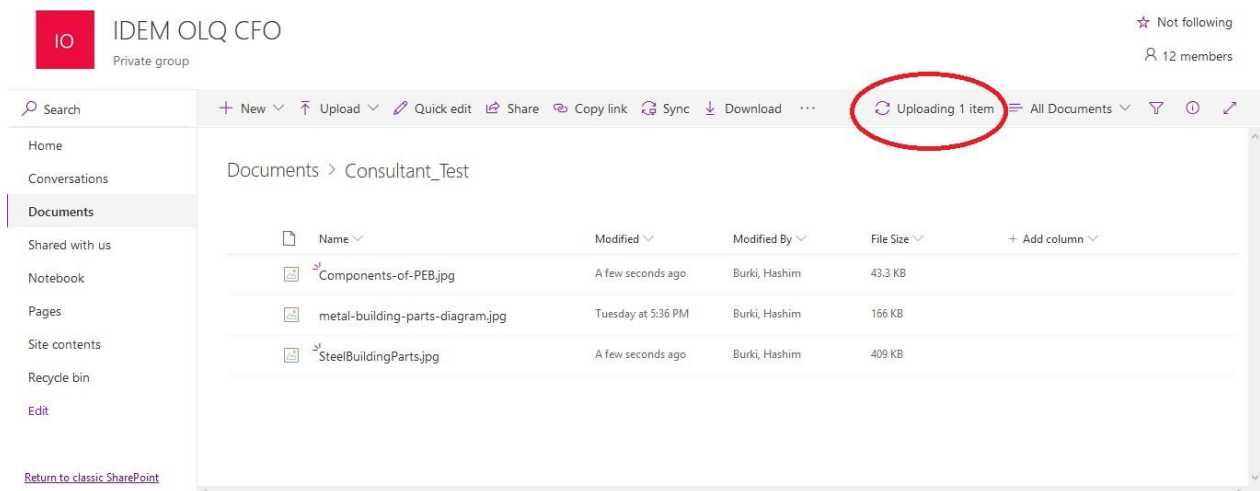
Step 9 (Optional)

By clicking on the notification, the status of the upload may be monitored. This will be helpful when uploading large files. You may exit this view by clicking on the area to the left of the status.
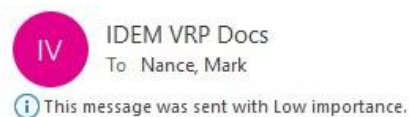
Step 10

A confirmation message will appear when the document is successfully uploaded.

You will also receive email confirmation that the file was uploaded successfully.
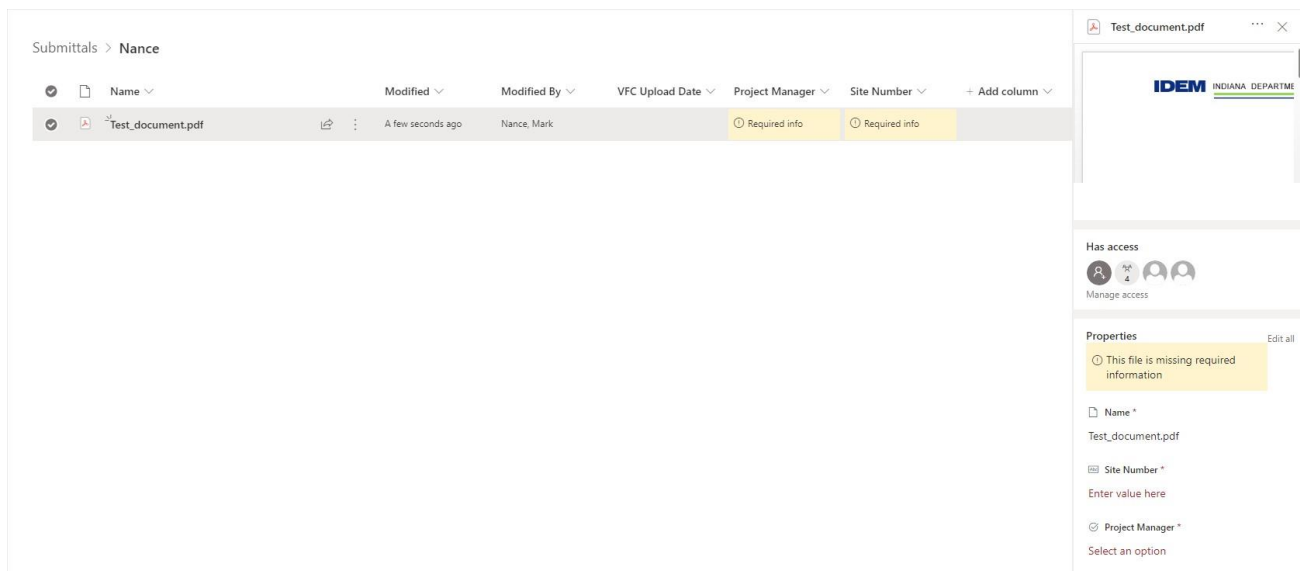
VRP Submittal - Test_document

IDEM VRP Docs
To Nance, Mark

(i) This message was sent with Low importance.

Your document (Test_document) has been successfully submitted. If you have any questions or comments contact the project manager.

Step 11

After uploading the file, an entry box for the site number and project manager will pop-up on the right-hand side of the page.
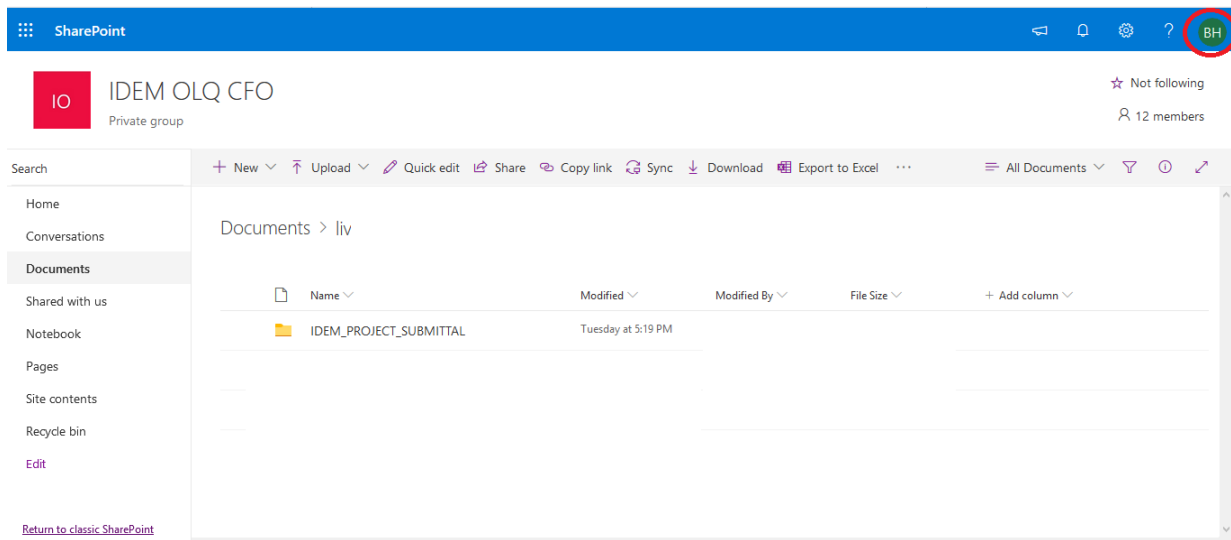
Type in the VRP site number, and select the project manager from the drop-down list. IDEM staff will fill out the remaining fields.

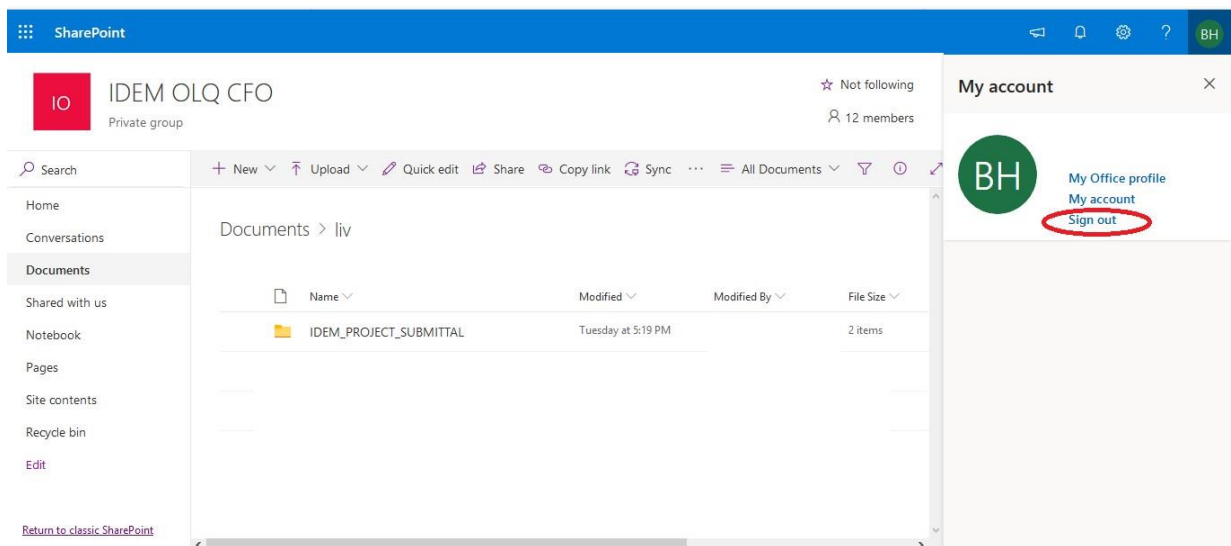**Step 12**

To end the document upload session, click the icon in the upper right-hand corner.

Step 13

Select 'Sign out'.
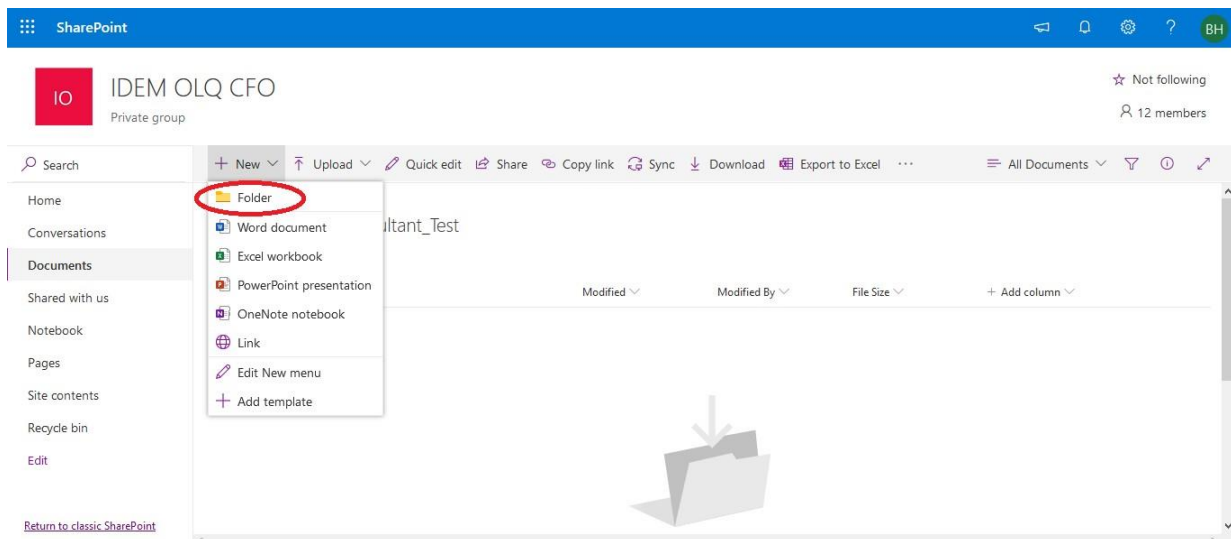
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Additional Directions

Creating a Folder

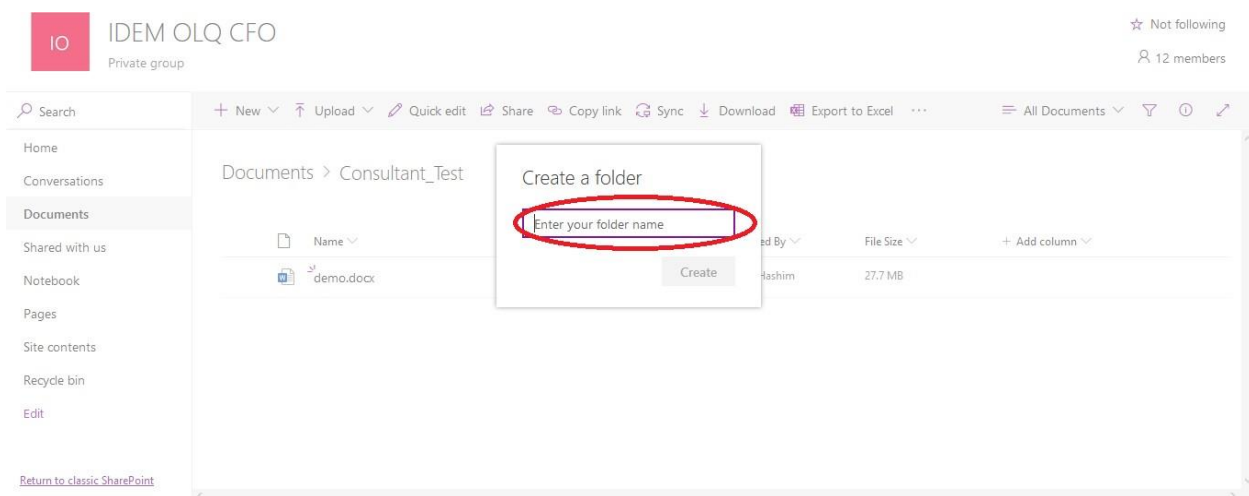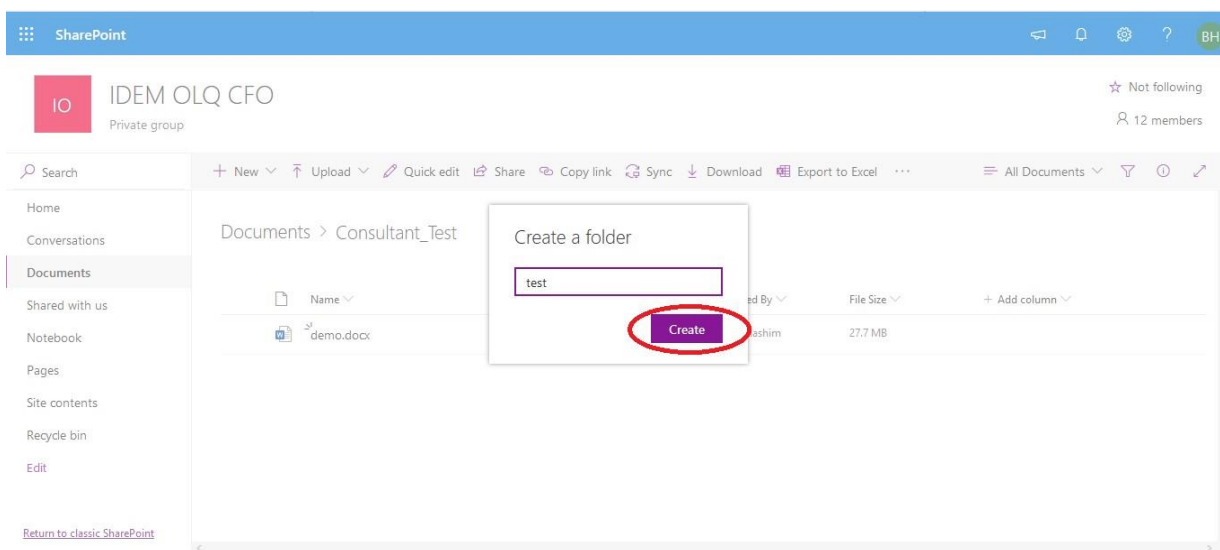If a folder is needed, click on 'New'.
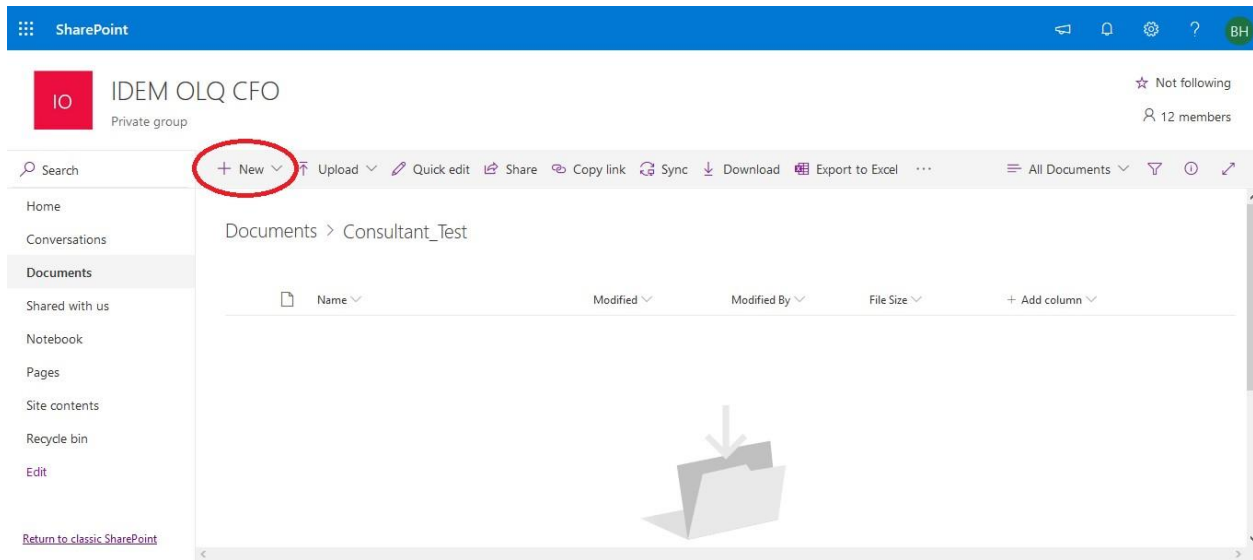
Select 'Folder'.
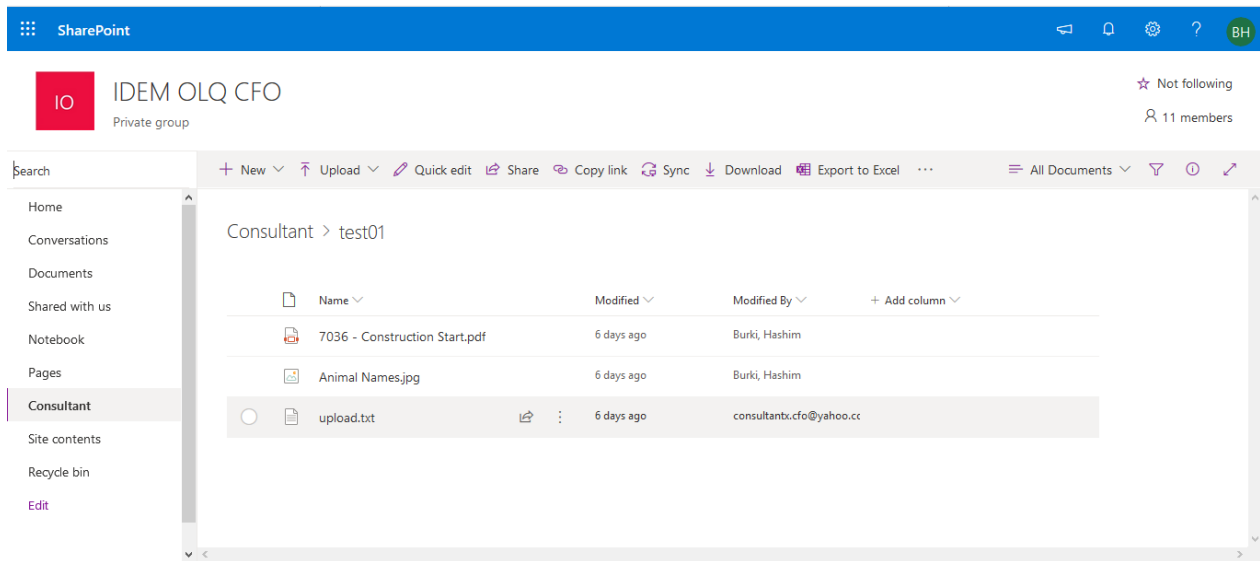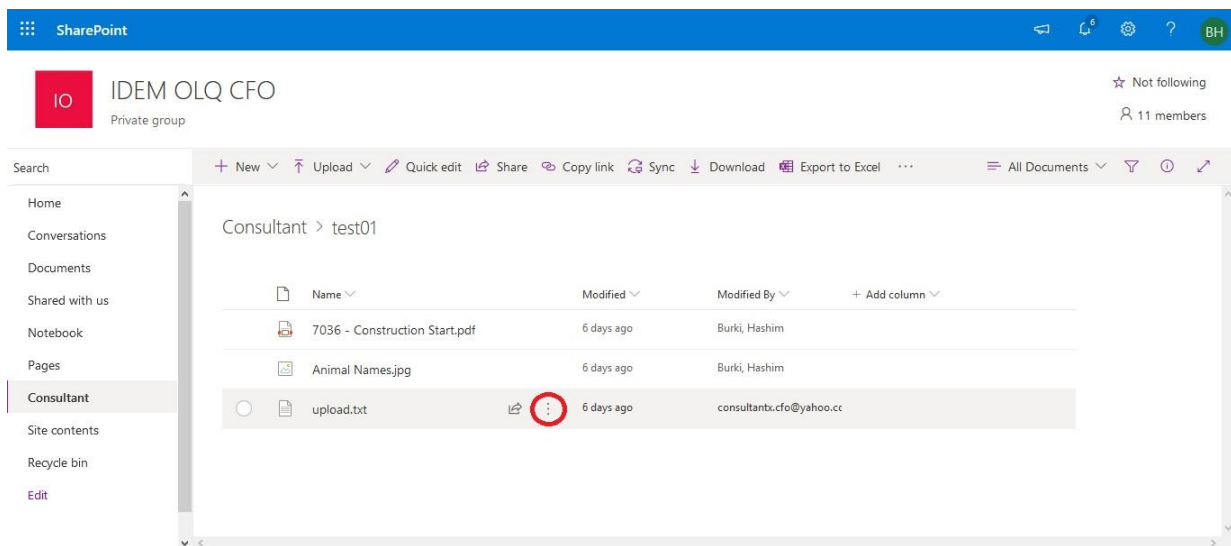
Enter a name for your folder.

Click on 'Create'.

Deleting a Document

To delete a document, position your pointer over the document of interest.

Click on the ellipsis.

Select 'Delete'.

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